



JOB DESCRIPTION

JOB TITLE:	Property/Evidence Technician	
DEPARTMENT:	Police Department	
REPORTS TO:	Police Support Services Manager	DATE: April, 2009
EMPLOYEE UNIT:	CSOA	Supersedes: October, 2005
FLSA EXEMPT:	No	

JOB SUMMARY: Under general supervision of the Police Support Services Manager, receives, maintains and disposes of property and evidence maintained by the Police Department and does other related work as required.

CLASS CHARACTERISTICS: This is a journey level civilian law enforcement classification. Principal duties include receiving, processing, and disposing of evidence, property, narcotics, monies, hazardous materials, and all types of weapons. The Property/Evidence Technician applies provisions of Federal, State and City codes and ordinances as they relate to property in the custody of the City of Morgan Hill Police Department.

The specific technical nature of law enforcement procedures, plus the necessity to undergo a thorough background investigation prior to appointment distinguish this class from the general office classes.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Police Support Services Manager, and/or in coordination with other City staff. Additional duties may be assigned.

1. Maintains and operates the Police Property/Evidence Room; assumes responsibility for receiving, cataloging, storing, releasing and destroying physical evidence according to established procedures.
2. Processes and assists in the disposal and destruction of narcotics.
3. Receives, records, classifies, stores, safeguards, and releases/returns money and property, including evidence recovered, found and received from prisoners and citizens.
4. Maintains files and records regarding property in custody and its disposition.
5. Follows up with detectives regarding release and disposal of evidential and recovered property.
6. Clears property/evidence for release/disposal by coordinating with investigating officer and prepares appropriate documentation.

7. Transports evidence or contraband to other agencies for analysis and/or disposal.
8. Maintains chain-of-evidence records of evidential property and testifies in court concerning same.
9. Researches, clears and makes appropriate disposition of unclaimed and non-retrievable items.
10. Identifies, stores, manages and maintains property and evidence.
11. Maintains fingerprint and photograph storage systems.
12. Acts as liaison to the Department of Justice, Federal Bureau of Investigation and other agencies for topics relating to property evidence.
13. May assist in departmental crime collections and analysis duties.
14. Facilitates and manages property submitted to various facilities for forensic analysis.
15. Receives, stores, and provides copies of digital photographs submitted to the Property and Evidence Unit.
16. May assist in other support functions.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Graduation from high school or the equivalent.
2. Two years clerical or office assistant experience preferably in a law enforcement environment.

Licenses & Certificates:

1. Must possess a valid California Class C driver's license in compliance with adopted City driving standards.
2. Must possess a typing certificate (minimum net 40 words per minute) dated within six months of the date of hire.

Other Requirements:

1. Must be able to meet state standards for accessing criminal history information as determined by a comprehensive background and psychological examination.
2. Must be willing to work various hours, rotating shifts, weekends and holidays, and be available for callback.
3. Bilingual English/Spanish desired.

Knowledge of:

1. Federal and State provisions and codes pertaining to the receipt, storage and release of police evidence and property and preservation of the evidence chain.
2. The mechanics of and record-keeping associated with storage, taking of inventory and safeguarding various types of property.
3. Computer terminal operations related to the entry and retrieval of information pertaining to property and evidence.
4. Basic law enforcement organization, activities, terminology and rules and procedures.
5. Processes and procedures for the handling and disposing of hazardous materials.
6. Processes and procedures for the safe handling of firearms.
7. Federal, State and Local laws pertaining to weapons possession.

Skill in:

1. Operating within the laws, regulations and procedures of a public safety environment.
2. Processing, storing and tracking property and evidence and maintaining the chain of evidence.
3. Understanding and carrying out oral and written directions.
4. Maintaining accurate records and files.
5. Properly handling large sums of money, hazardous materials, firearms, biohazards and unusual items.
6. Organizing, prioritizing and attending to details
7. Use of common office software including Microsoft Office and applicable specialized law enforcement software.
8. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Quickly learn the policies, procedures and performance standards pertaining to work.
2. Learn to operate automated police information systems.
3. Communicate effectively orally and in writing.
4. Maintain detailed logs and records.
5. Learn to perform various law enforcement support work.
6. Establish and maintain effective working relationships with those contacted in the course of work.
7. Perform in a manner which reflects the City and Police Department mission, values and goals.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

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1. Employee generally works 90% indoors and 10% outdoors.
2. While performing the duties of this job indoors, the work environment is usually in a temperature-controlled office and storeroom; some travel is required.
3. While performing the duties of this job outdoors, the employee occasionally may be exposed to varying weather conditions.
4. Occasionally works with hazardous materials associated with processing property and evidence.